

Approved For Release ~~SECRET~~
CIA-RDP70-00211R000100190028-9ION

Office of the Chief

Responsible for overall internal administration of
Center operations and for executing all Records Management
Staff programs and activities assigned to the Records
Center Branch

Accessioning Section

Arranges for transfer of records from operating
offices to the Center.
Assists in physical movement of records to the
Center by supplying technical advice, securing
labor and trucks, and furnishing containers and
shipping forms when required.
Maintains controls over accessions by assigning
job numbers, processing transfer documents, and
allocating all Center shelving space for the
storage of records.
Initiates work programs as needed, designed to
repair and preserve valuable records.
Maintains records and prepares reports on
accessions.

Reference Service Section

Receives requests for information on documents in the
custody of the Center and conducts necessary searches
to locate desired documents, using established finding
media.
Provides desired information either by abstracting the
data, reproducing a copy or transferring the document
to the requesting office.
Prepares and maintains research reference aides.
Enforces restrictions on use of records in custody.
Develops and conducts work programs designed to arrange,
describe, and segregate records determined to have
values worthy of permanent retention as the official
archives of the Agency.
Maintains records and prepares reports on reference
services rendered.

Disposal Section

Examines records as they are accessioned
in order to determine if their disposal
is authorized by any existing schedule.
Prepares and maintains a disposal "tick-
ler" file that controls final disposition
of all records in custody of the Center.
Initiates and conducts work programs as
required designed to evaluate and appraise
records in custody for preservation or
destruction.
Maintains disposal job files and prepares
reports of the destruction of records.
Accomplishes final destruction of records.